

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

IOCR 690-1

3 MAR 1995

Civilian Personnel

REVIEW AND APPROVAL OF SELECTIONS

Applicability. This regulation applies to all HQ, IOC elements and their subordinate installations.

Decentralized printing. All IOC installations are authorized to locally reproduce this regulation.

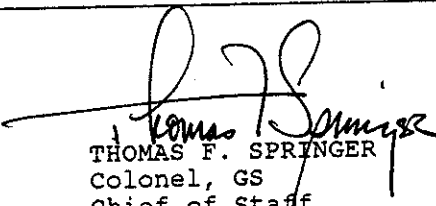
Supplementation. Supplementation of this regulation is permitted. When supplemented, provide a copy to Commander, HQ, IOC, ATTN: AMSMC-HRC, Rock Island, IL 61299-6000.

Suggested improvements. The proponent of this regulation is the HQ, IOC Human Resources Directorate, Civilian Personnel Division. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSMC-HRC, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made in accordance with requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

FOR THE COMMANDER:

Official:


THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

Contents

Paragraph

Purpose-----	1
References-----	2
Acronyms/Terms-----	3
Responsibilities-----	4
Policies-----	5
Procedures-----	6

1. Purpose: This regulation prescribes requirements for the review and approval of selections for GS/GM-15 and the employment and extension of experts and consultants.

2. References:

a. FPM Chapter 304, Employment of Individual Experts and Consultants, January 22, 1982.

b. AR 690-300, Chapter 304, Employment of Individual Experts and Consultants, 1 August 1985.

* This regulation supersedes AMCCOMR 690-10, 7 Dec 89.

3 MAR 1995

c. Memorandum, HQ, AMC, AMCPE-CC-C, 5 January 1990, subject: Clarification of GS/GM-15 Affirmative Action Review Policy.

3. Acronyms/Terms:

- a. OPM - Office of Personnel Management
- b. DA - Department of Army
- c. AMC - Army Materiel Command
- d. IOC - Industrial Operations Command
- e. CPO - Civilian Personnel Officer
- f. EEOO - Equal Employment Opportunity Office

4. Responsibilities:

a. Commanders/Activity Directors will:

(1) Submit notification of selections of minorities/women for GS/GM-15 positions thru HQ, IOC, AMSMC-HRC to AMC, AMCPE-CC-C.

(2) Recommend approval of non-minority males for GS/GM-15 selections through the Commanding General, HQ, IOC, AMSMC-HRC to AMC, AMCPE-CC-C.

(3) Recommend employment of experts and consultants to the Commanding General, HQ, IOC, AMSMC-HRC.

(4) Recommend approval to extend appointments of experts and consultants beyond the 130 day limit through the Commanding General, HQ, IOC, AMSMC-HRC to DA.

b. HQ, IOC Directors/Office Chiefs will:

(1) Recommend approval of non-minority males for GS/GM-15 selections through the Commanding General, HQ, IOC, AMSMC-HRC to AMC.

(2) Submit notification of minority/woman selections for GS/GM-15 positions to HQ, IOC, AMSMC-HRC; and AMC, Deputy Chief of Staff for Personnel, AMCPE-CE.

(3) Recommend employment of experts and consultants through the Commanding General, HQ, IOC, AMSMC-HRC to AMC, AMCPE-CE.

(4) Recommend approval to extend appointments of experts and consultants beyond the 130 day limit through the Commanding General, HQ, IOC, AMSMC-HRC to DA.

c. Selecting officials will make selections in compliance with applicable merit, equal employment, and affirmative action requirements.

d. Civilian Personnel Offices will:

(1) Provide administrative support and technical advice to selecting and approving officials on the selection processes for GS/GM-15 positions and the employment and extensions of experts and consultants.

3 MAR 1995

IOCR 690-1

(2) Submit selection approval requests to HQ, IOC, AMSMC-HRC for processing to the HQ, IOC Commanding General, AMSMC-CG.

e. Equal Employment Opportunity Offices will provide administrative support and technical advice to selecting and approving officials.

f. HQ, IOC, AMSMC-HRC will:

(1) Review selection approval requests requiring Commanding General decision and process such selection packages to obtain the required approvals.

(2) Serve as the central point of contact and coordination for all selections of GS/GM-15 positions and the employment and extension of experts and consultants.

5. Policies:

a. Senior Executive Service (SES) selections require approval by AMC, DA, and OPM.

b. GS/GM-15 referral lists and selections of non-minority males require approval by the Commanding General, IOC before submission to AMC for final approval. Outreach efforts to obtain minority and female candidates are not required when filling positions on a temporary basis and have approval for the temporary exception to Priority Placement Program (PPP).

c. GS/GM-15 selections of minorities or women require notification to HQ, IOC, AMSMC-HRC and AMC, AMCPE-CC-C.

d. Appointments of experts and consultants at HQ, IOC subordinate installations require the approval of the HQ, IOC Commanding General.

e. Appointments of experts and consultants at IOC headquarters require the approval of AMC.

f. Extensions of appointments of experts and consultants beyond 130 days require DA approval.

6. Procedures:

a. Approval of GS/GM-15 Selections:

(1) If no women or minorities have applied or one or more such individuals has applied, but none is included on the list of best qualified candidates, submit a complete recruitment file including evidence of comprehensive outreach efforts to Commander, HQ, IOC, ATTN: AMSMC-HRC, Rock Island, IL 61299-6000 for review and processing to the HQ, IOC Commanding General for approval and subsequent submission to AMC.

(2) If one or more women or minorities are among the best qualified group and it is proposed to select a person not in either category, submit all documents considered by the selecting official and the selecting official's written documentation for the proposed selection to Commander, HQ, IOC, ATTN: AMSMC-HRC, Rock Island, IL 61299-6000 for review and processing to the HQ, IOC Commanding General for approval and subsequent submission to AMC.

3 MAR 1995

(3) If a woman or minority is proposed for selection, submit a copy of the annotated DA Form 2600, Referral and Selection Register or DA Form 2302-2-R, Civilian Career Program Referral Record to Commander, IOC, ATTN: AMSMC-HRC, Rock Island, IL 61299-6000 and Commander, AMC, ATTN: AMCPE-CC-C, 5001 Eisenhower Ave, Alexandria, VA 22333-0001.

b. Employment/Extensions of Experts and Consultants:

(1) Requests to employ experts and consultants in HQ, IOC will be submitted through Rock Island Arsenal, Civilian Personnel Office, ATTN: SMCRI-PCR, for processing to HQ, IOC, AMSMC-HRC and subsequent forwarding to AMC. The requests will contain information required by OPM and HQDA in references 2a and 2b.

(2) Requests to employ experts/consultants at IOC subordinate installations/activities will be submitted to the Commander, HQ, IOC, ATTN: AMSMC-HRC, Rock Island, IL 61299-6000, for review and processing to the Commanding General for approval. The requests will contain information required by OPM and HQDA in references 2a and 2b.

(3) Requests to extend employment of an expert/consultant beyond 130 days will be submitted to HQ, IOC, AMSMC-HRC for processing and forwarding through HQDA (PECC-CSS) to HQDA (SAAA), Washington D.C. 20310-0300. The request will contain information required in reference 2b.